

Getting Started with...



Audacity

Audacity is a popular audio editing software free to download
For a full instruction manual or to get help, go to <http://manual.audacityteam.org/>

Before you begin

This guide will show you how to make multiple MP3 tracks from one long recording from a cassette or record player.



If you are recording from a cassette tape or record, you will play all of the audio you want to record in **real time**.

If your cassette is 90 minutes in total, it will take 90 minutes to record both sides, plus some time to edit and save the files as MP3s (about another 10 minutes).

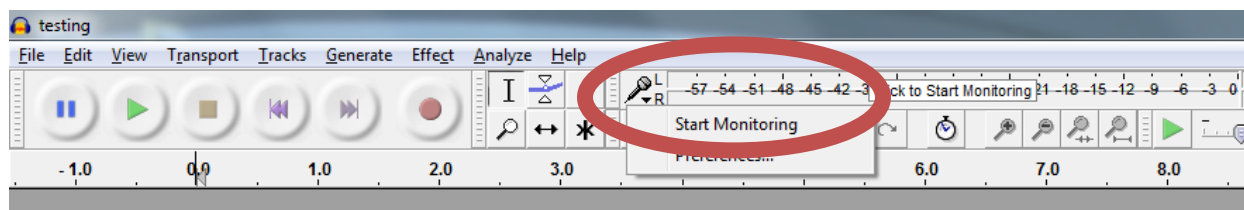


When you are done the recording, you will need to **export** the audio as a common audio file format such as MP3. Audacity automatically saves your work as an Audacity project file, but this does not keep the audio you recorded. A project file only saves the edits you make.

Recording Audio from an analog source (a cassette deck or record player) in Audacity

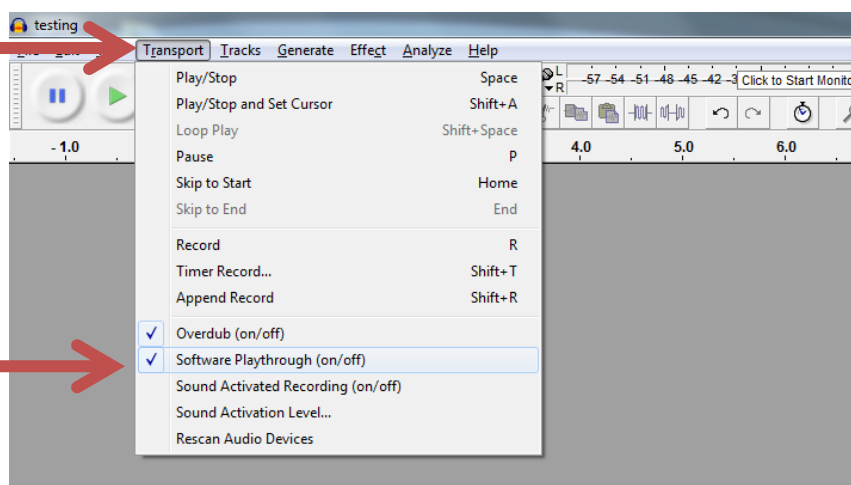
Check your audio levels before recording

1. Turn on your player (either your cassette deck or record player)
2. Press **Play** on your player
3. Open *Audacity*
4. Click on the image of the microphone (the *Recording Levels* icon) & **Start Monitoring**



5. Click on **Transport**
6. **Software Playthrough**

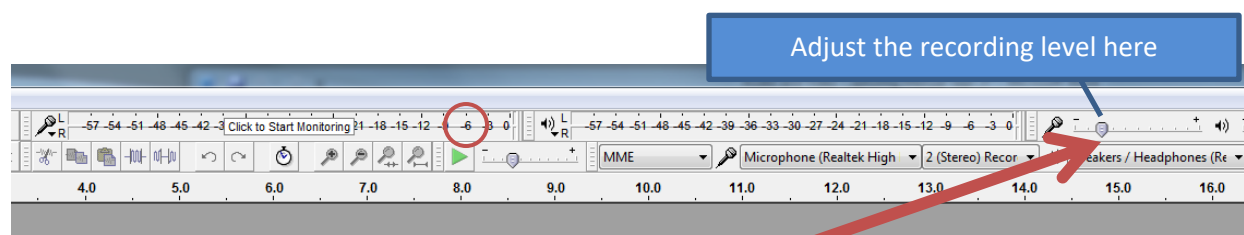
Now you can hear the tape or record playing and preview your sound levels before recording.



Adjust recording levels

You will now need to adjust your recording levels so you get the best quality sound recording. Look at the levels up in the *Recording Levels* area next to the microphone image.

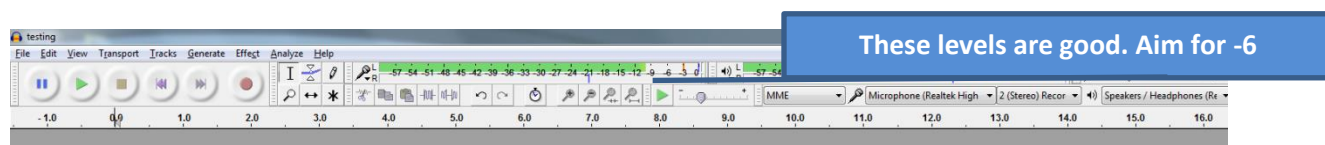
If your recording goes into the red, or doesn't rise close to the number -6, adjust accordingly by using the recording levels slider (next to the image of a microphone).



1. Adjust your recording levels by using this slider

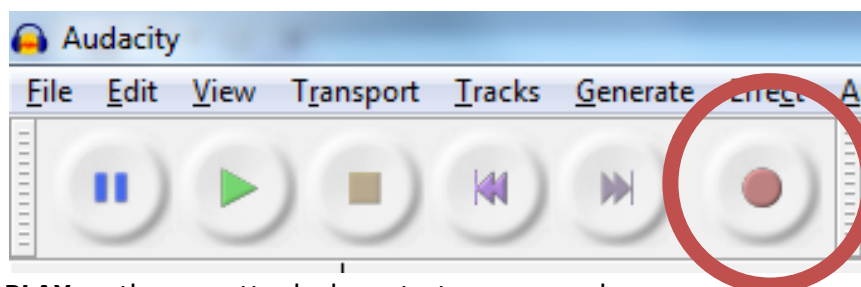


The recording levels should be green to yellow, not red.

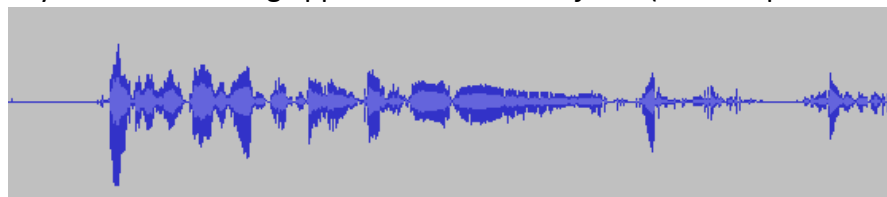


Audio levels are good? Start your master recording

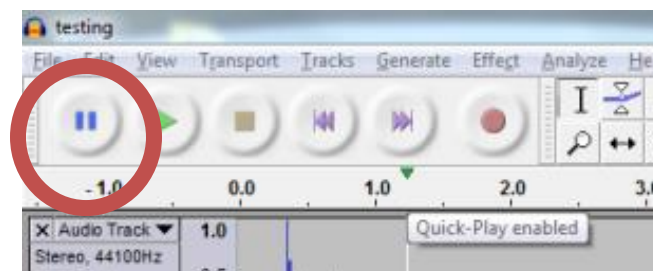
1. **Rewind** to the beginning of your cassette or rest the needle of your record player in its cradle
2. Select the **RECORD** button in Audacity



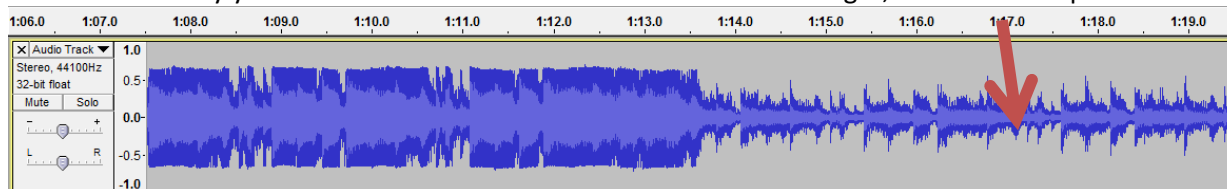
3. Press **PLAY** on the cassette deck or start your record
- You will see your live recording appear as a blue *waveform* (visual representation of sound)



4. Keep recording until the end of the cassette plays through (or the side of the album)
5. Press the **Pause** button in Audacity & turn your tape or record over
6. Press **Record** again to resume your recording



Note: you can adjust your recording levels live while you're recording, in case certain parts are louder than others. Ideally your blue waveforms will look like the one on the right, not the left as pictured below:



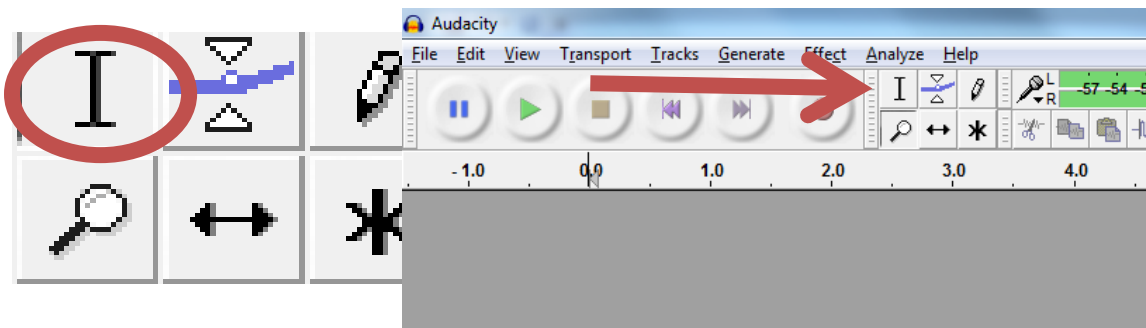
After you click on the Stop button in Audacity, you will then have one long 'master' file.

Edit your audio recording (Cut out parts you don't want)

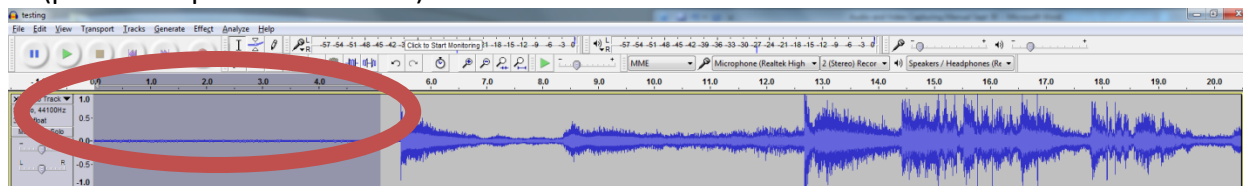
TIP: Use the space bar to play or pause your audio recording.

The selection tool allows you to jump around to different parts of your audio recording, or to select parts of the audio track to copy, cut, and paste. If you have some dead air at the beginning or end of your recording, you can highlight it and delete it from your recording. You can also look at the timer to help jump around to certain parts of your recording. The timer is above the blue waveform and goes by seconds. Use the scroll bar at the bottom to move to parts of the track ahead in time.

1. Click on the **Selection Tool**

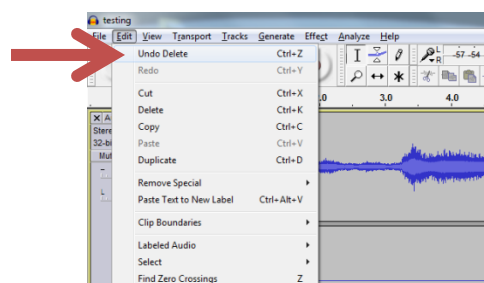


2. **Highlight** the part you want to get rid of (with the mouse) & make sure the audio is paused (press the space bar if it isn't)



3. Press the **DELETE** button on the keyboard

If you make a mistake, you can select **Edit**, **Undo** (or CTRL+Z) then try again!



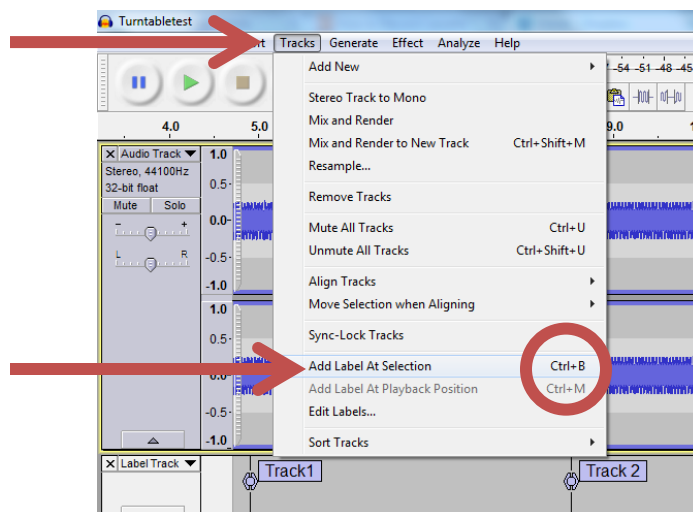
Turn your songs into audio files

With the Label function in Audacity, you can pick points of your recording to export as individual files (your songs or sections).

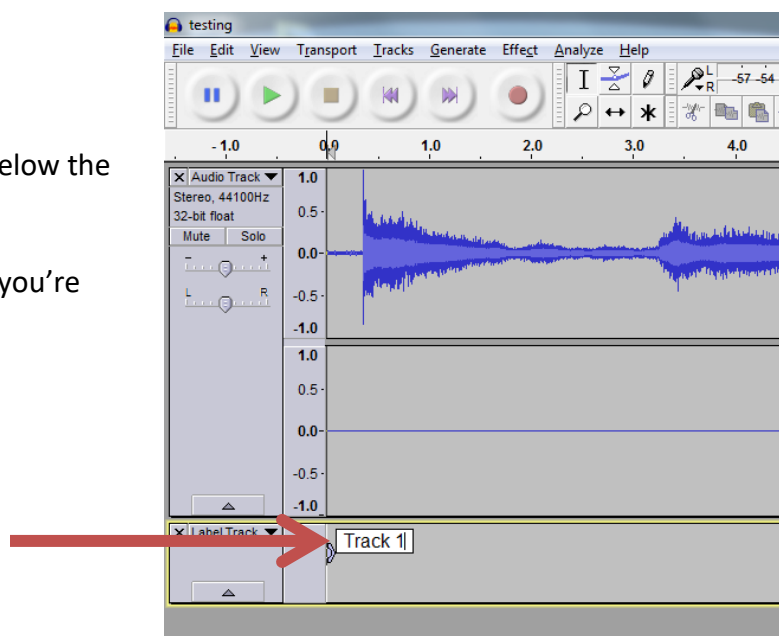
If you are going to burn an audio CD later, labels will allow you to skip tracks. It will also allow your CD player or computer to recognize the song titles that you enter.

1. Press the **Home** button on your keyboard to go to the beginning of your recording

2. Click on **Tracks**, and select **Add Label at Selection** (or use the shortcut **CTRL B**)



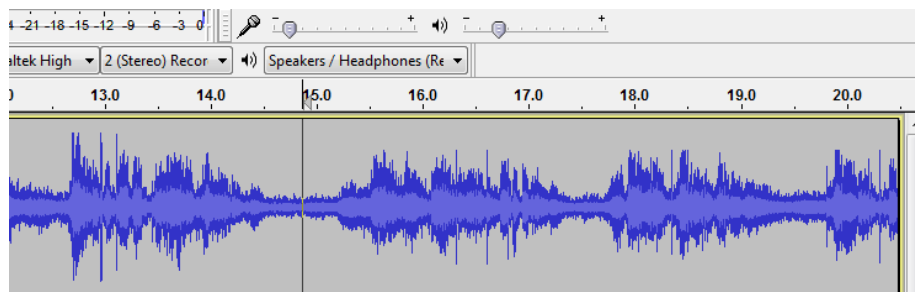
3. Click inside the box that appears below the waveform
4. Type the name of your track
5. Press **Enter** on the keyboard after you're done typing the label



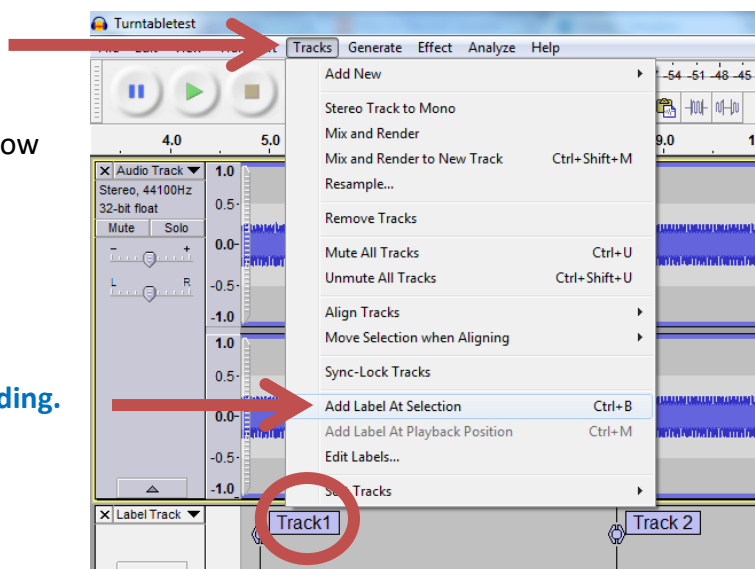
Label each song/track

Use the space bar on the keyboard to play/pause your recording. You can also use the mouse to click on parts of the waveform to jump to sections of your recording.

1. Pause your recording where you want to add a label (get that black line to be where you want your next track to start)



2. **CTRL+B** or
 - a. click on **Tracks**
 - b. Add label at selection
3. Click in the box that appears below (circled in this example)
4. Type in your track name
5. Hit **Enter** on the keyboard

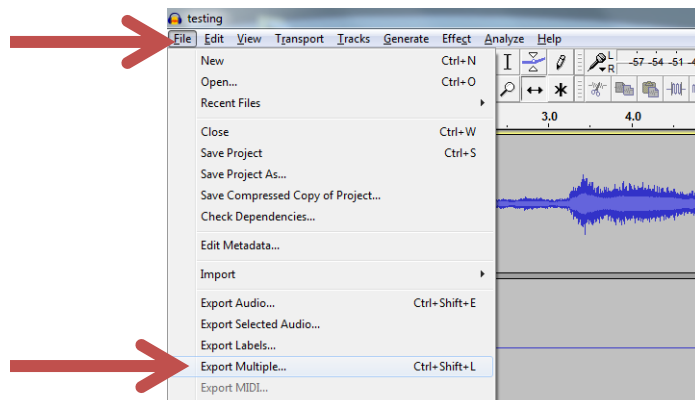


Repeat these steps throughout your recording.

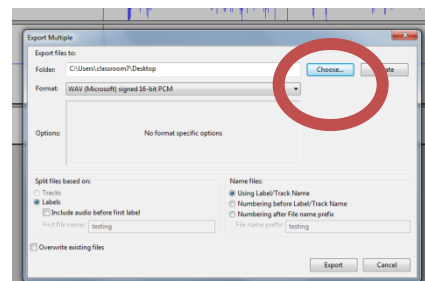
Ready to export your tracks?

Once you've added all your labels to your recording, you can export them as individual audio files.

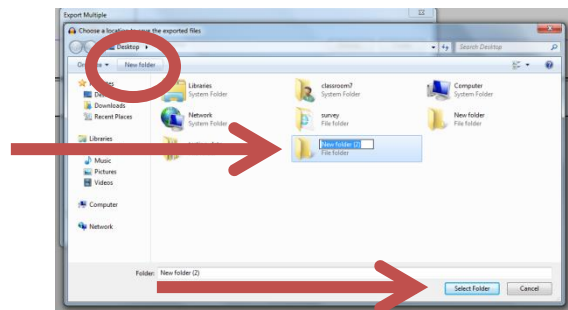
1. Make sure your audio is paused
 - (press the space bar if it isn't)
2. Click on **File**
 - **Export Multiple**



- Click on **Choose** to make a folder for your tracks.

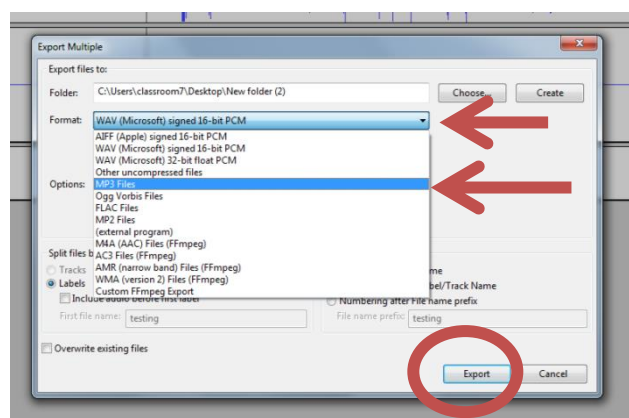


- Click on **New Folder** and name your 'album'
 - Click on Select Folder



- Click on **Format**
 - select **MP3 Files**

- Export**

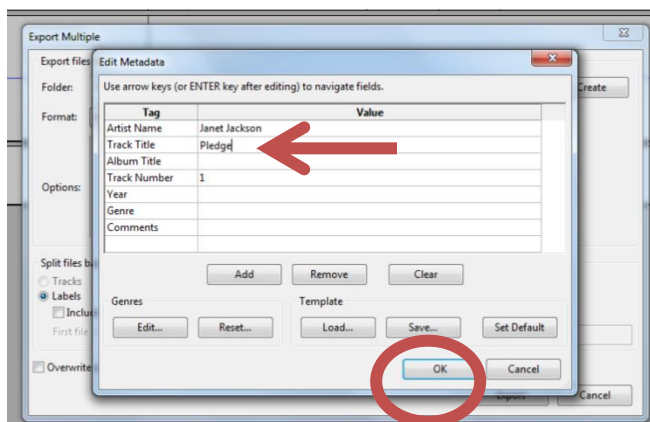


Now you can add metadata to your tracks! This means that if you import these files into your computer later, or burn an audio CD the track information will be included.

- Enter *Artist Name* and any other information about each track by clicking inside the boxes next to the headings
- Click **OK**

This box will appear for every track. Enter the information you want to be included for each one.

- Click on **OK** to the Export Multiple popup box.



Your tracks have been exported! Go to where you saved them to see how they look 😊

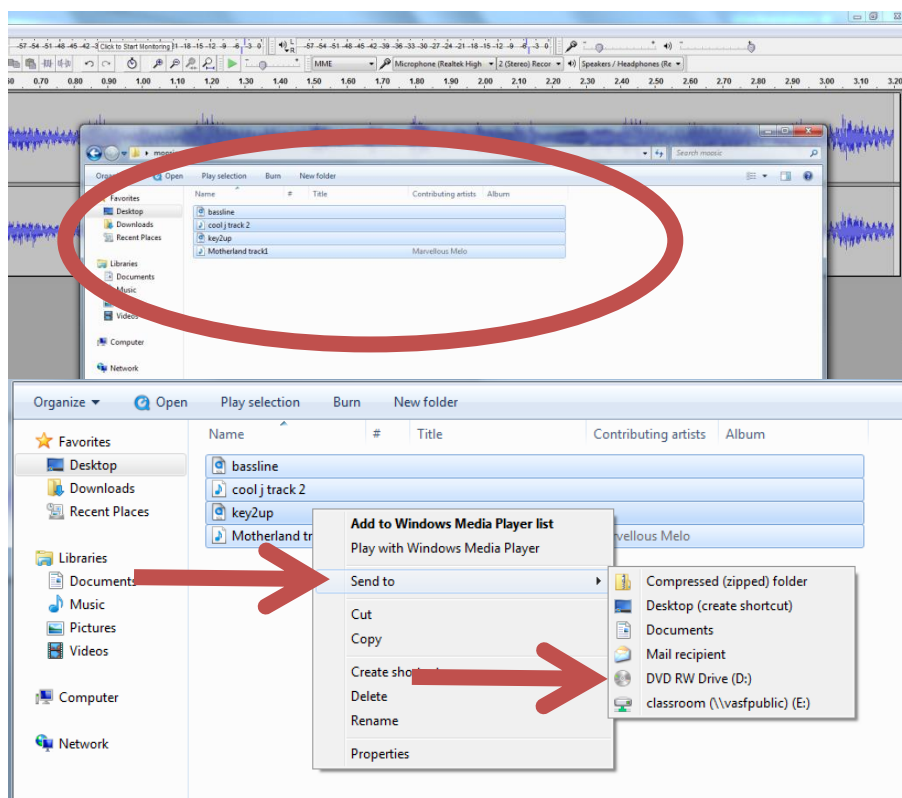
Burn your songs to an Audio CD

**This step requires a blank Audio CD to record onto.*

1. Make sure all of your songs are in one folder on the computer
2. Open the CD drawer on the computer and put your blank disc in
3. Go to where your files are saved

4. Highlight all the tracks that you want to burn
(CTRL+A on the keyboard)

5. **Right-click** on the blue highlighted tracks
 - select **Send To**
 - **DVD RW drive**



6. Name your Disc

7. Select **With a CD/DVD player**

8. Click on **Next**

